

Welcome to ImmuNet!

As an ImmuNet user with a role of Admin User, you can manage user accounts and will be able to:

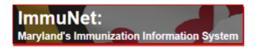
- Add a New User
- Change the Role of an Existing User
- Re-enable a Disabled or Terminated User
- Reset a Password
- Terminate a User

Add a New User

Click My Account at the top right corner of the screen.



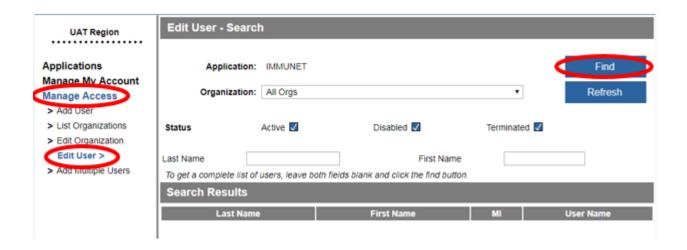




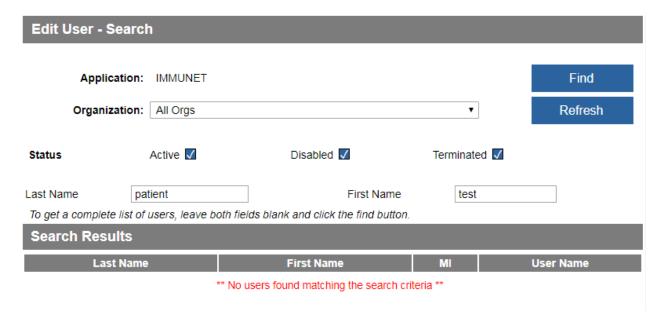
On the left navigator, click **Manage Access**, **Edit User** to search for the user.

In the section **Status**, click in the **Active**, **Disabled**, and **Terminated** check boxes.

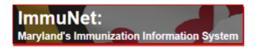
Type in the Last Name and First Name in the respective fields and then click Find.



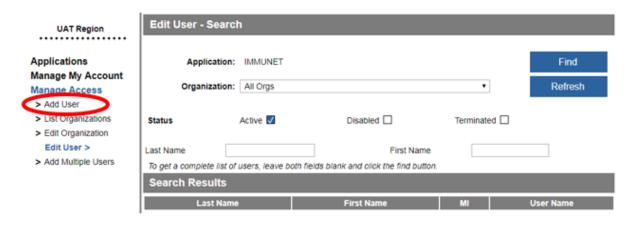
If you receive a message, in red, at the bottom, that says, "No users found matching the search criteria", then the user is not in ImmuNet.



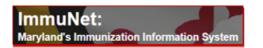




To add the user, click **Add User** on the left navigator.





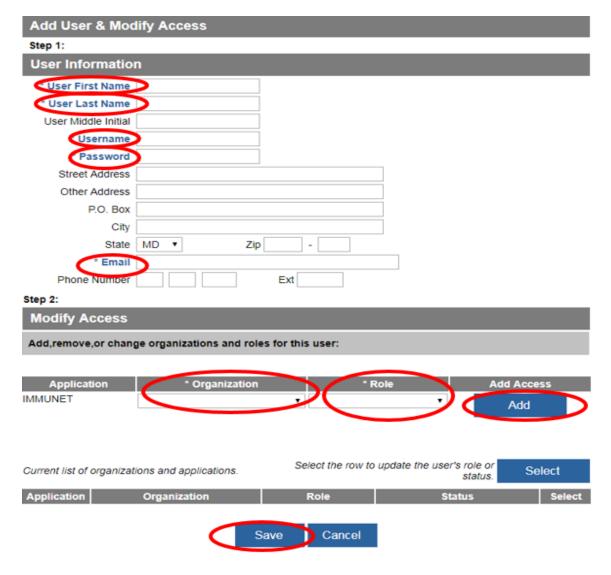


<u>Step 1 – User Information</u> – Enter the information in the required fields in blue/asterisks (*). If you are adding someone who will be an Administrative User, Address and Phone Number are required. The username and e-mail address must be unique (cannot be a shared or group e-mail address, but may be a personal e-mail address, if the user does not have a work e-mail address).

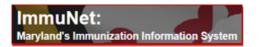
*Password Guidelines - The password must be at least 8 characters in length, include at least one lower case letter, at least one upper case letter, and at least one number.

<u>Step 2 - Modify Access</u> - If you are an Administrative User for more than one organization, select the appropriate one from the Organization drop-down.

Click the Role drop-down and select the desired role for the user. Click Add, then click Save.







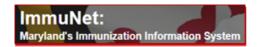
The addition was successful, if you see this message at the top, in red, "**User Updated**".

Change the Role of an Existing User

Click My Account near the top right corner of the screen.







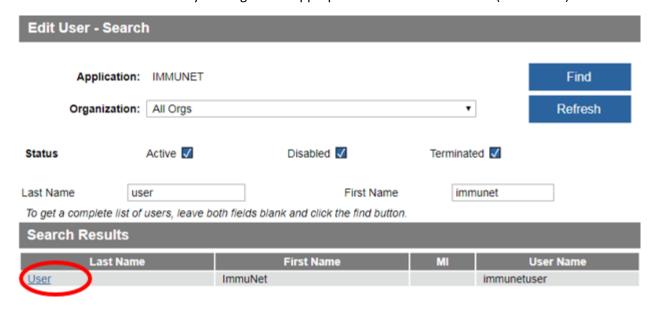
On the left navigator, click Manage Access then click Edit User.

In the section Status click in the Active, Disabled, and Terminated check boxes.

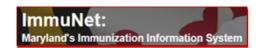
Type in the Last Name and First Name of the user and click Find.



Select the user to be edited by clicking on the appropriate last name of the user (link in blue).



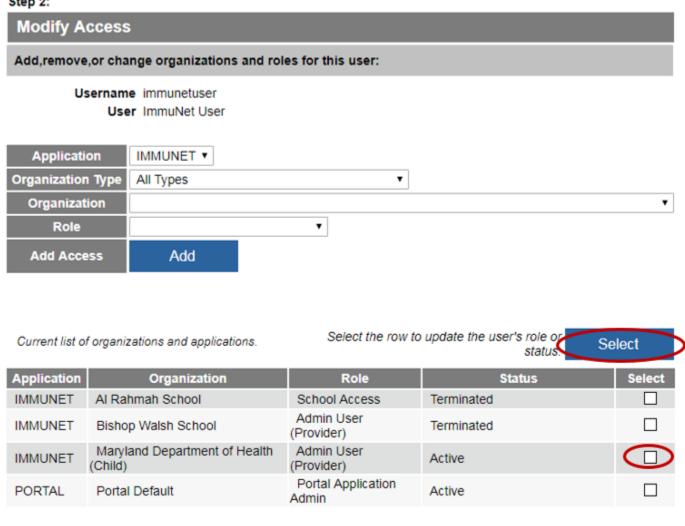




Go to the section **Step 2 Modify Access** section and go down to the gray table

Go to the row in the table that corresponds to the role to be changed. Click in the white Select check box, then click the blue Select button.

Step 2:



Cancel

Save



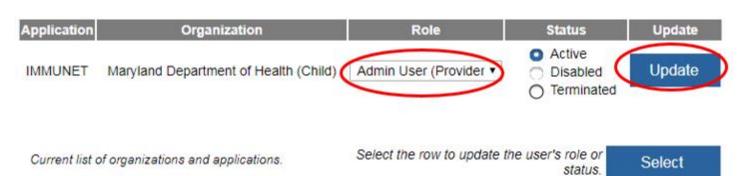


To change the role, go to just above the gray table and click the **Role** drop-down, select a new role, and then at the right, click **Update**.

Step 2:

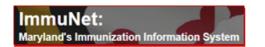
Modify Access Add,remove,or change organizations and roles for this user:

User ImmuNet User



Application	Organization	Role	Status	Select
IMMUNET	Al Rahmah School	School Access	Terminated	
IMMUNET	Bishop Walsh School	Admin User (Provider)	Terminated	
IMMUNET	Maryland Department of Health (Child)	Admin User (Provider)	Active	✓
PORTAL	Portal Default	Portal Application Admin	Active	

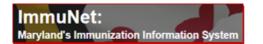




The change was successful, if you see this message at the top, in red.

** User Access Updated ** **Edit User & Modify Access** Step 1: **User Information** User Id 49755 * User First Name | ImmuNet * User Last Name User User Middle Initial * Username immunetuser Confirm New Password New Password Note: To Change the User Status go to the Modify Access section in Step 2 below. User Status Active Disabled Terminated Street Address Other Address P.O. Box City State MD Zip * Email unknown@unknown.com Phone Number Ext





Re-enable a Disabled or Terminated User

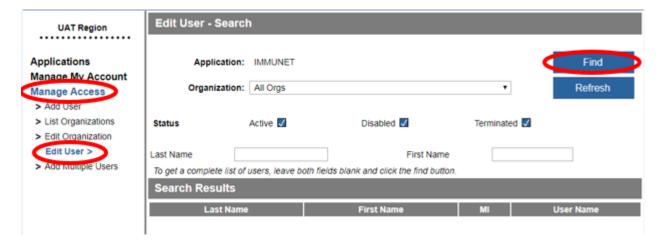
Click My Account near the top right corner of the screen.



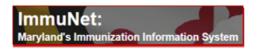
On the left navigator, click Manage Access then click Edit User.

In the section **Status** click in the **Disabled** and **Terminated** check boxes.

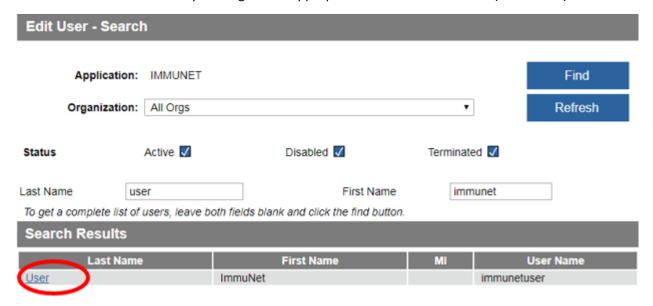
Type in the Last Name and First Name of the user in the respective fields and then click Find.







Select the user to be edited by clicking on the appropriate last name of the user (link in blue).



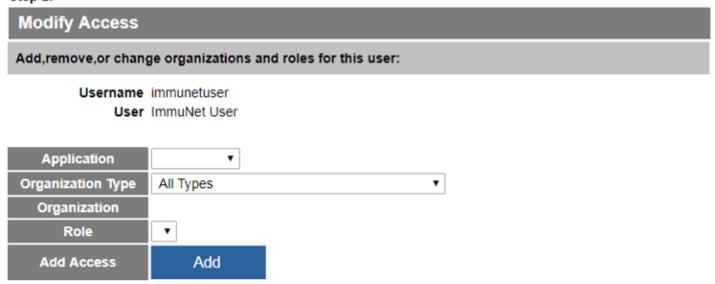




Go to the section **Step 2 Modify Access** and go to the gray table.

Go to the row in the table that corresponds to the status to be changed. Click in the white check box, then click the blue **Select** button.

Step 2:



Current list of organizations and applications.

Portal Default

(Child)

Al Rahmah School

Bishop Walsh School

Organization

Maryland Department of Health

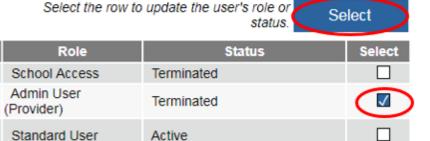
Application

IMMUNET

IMMUNET

IMMUNET

PORTAL



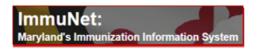
Terminated



Portal Application

Admin





To re-enable the account, go to just above the gray table and click the radio button **Active** and then to the right, click **Update**.

Step 2:

Modify Access

Add,remove,or change organizations and roles for this user:

Username immunetuser
User ImmuNet User

Application	Organization	Role	Status	Update
IMMUNET	Bishop Walsh School	Admin User (Provider ▼	Active Disabled Terminated	Update

Current list of organizations and applications.

Select the row to update the user's role or status.

Application	Organization	Role	Status	Select
IMMUNET	Al Rahmah School	School Access	Terminated	
IMMUNET	Bishop Walsh School	Admin User (Provider)	Terminated	✓
IMMUNET	Maryland Department of Health (Child)	Standard User	Active	
PORTAL	Portal Default	Portal Application Admin	Terminated	

Save Cancel



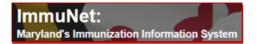


The change was successful, if you see this message in red, "User Access Updated".

** User Access Updated **

Edit User & Mod	dify Access					
Step 1:						
User Informatio	n					
User Id	49755					
* User First Name	ImmuNet					
* User Last Name	User					
User Middle Initial						
* Username	immunetuser					
New Password		С	onfirm New Passv	vord		
	Note: To Chang	e the User Statu	ıs go to the Modi	fy Access	section in Step 2 below.	
User Status	Active	Disabled	Terminated			
Street Address						
Other Address						
P.O. Box						
City						
State	MD ▼	Zip	-			
* Email	unknown@unkr	nown.com				
Phone Number		Ext				



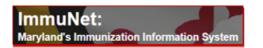


Reset a Password

Click My Account near the top right corner of the screen.





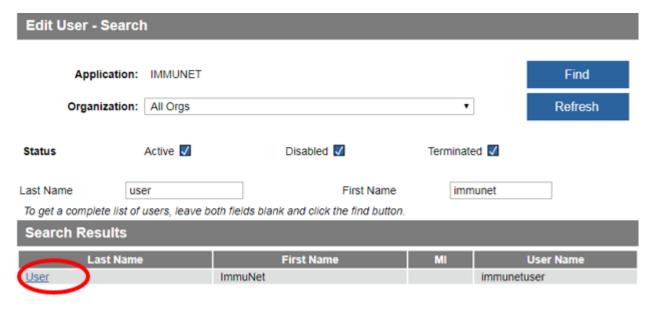


On the left navigator, click Manage Access then click Edit User

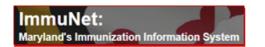
In the section **Status**, click in the **Active**, **Disabled**, and **Terminated** check boxes.

Type in the Last Name and First Name of the user in the respective fields and then click Find.

Select the user to be edited by clicking on the appropriate last name of the user (link in blue).





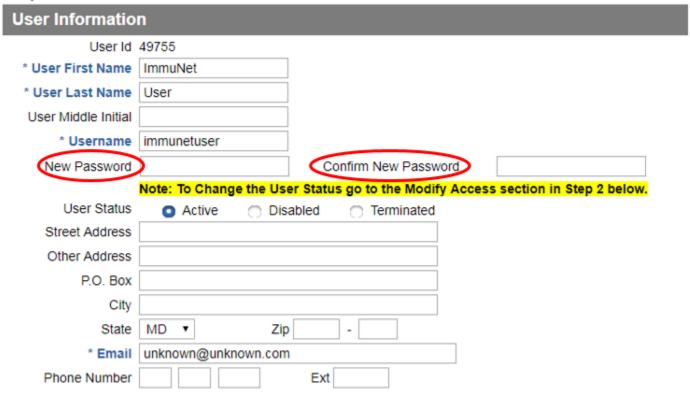


Go to the section **Step 1 User Information**.

*Password Guidelines - The password must be at least 8 characters in length, include at least one lower case letter, at least one upper case letter, and at least one number.

Type in a new password in the New Password and Confirm Password fields (password is case-sensitive) and

Step 1:



then click **Save** at the bottom.

Save Cancel



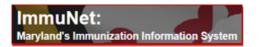


The change was successful, if you see this message at the top in red:

** User Updated, Password Changed **

Edit User & Modify Access Step 1: **User Information** User Id 49755 * User First Name | ImmuNet * User Last Name User User Middle Initial * Username immunetuser Confirm New Password New Password Note: To Change the User Status go to the Modify Access section in Step 2 below. User Status Disabled Terminated Active Street Address Other Address P.O. Box City Zip State MD * Email unknown@unknown.com Phone Number Ext





Terminate a User

Click My Account near the top right corner of the screen.

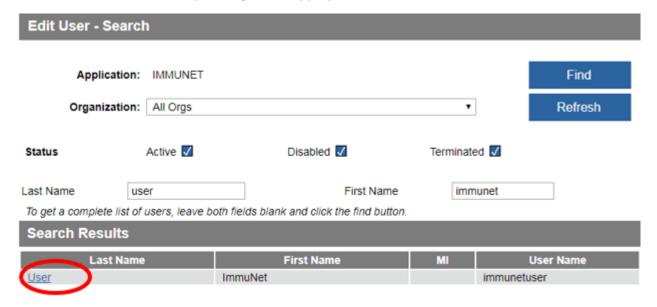
Click Manage Access then click Edit User.

In the section **Status**, click in the **Active**, **Disabled**, and **Terminated** check boxes.

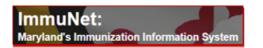
Type in the Last Name and First Name of the user in the respective fields and then click Find.



Select the user to be edited by clicking on the appropriate last name of the user (link in blue).







Go to the section **Step 2 Modify Access** and go to the gray table.

Go to the row in the table that corresponds to the status to be changed. Click in the white **Select** check box, then click the **blue Select** button.

Step 2: Modify Access Add,remove,or change organizations and roles for this user: Username immunetuser User ImmuNet User Application Organization Type All Types Organization Role Add Access Add

Select the row to update the user's role or Current list of organizations and applications. Select status. Select Application Organization Role Status Al Rahmah School School Access Terminated IMMUNET Admin User IMMUNET Bishop Walsh School **√** Active (Provider) Maryland Department of Health IMMUNET Standard User Active (Child) Portal Application PORTAL Portal Default Active Admin





To terminate the account, go to just above the gray table and click the radio button **Terminate** and then to the right, click the button **Update**.

Step 2:

Modify Access

Add,remove,or change organizations and roles for this user:

Username immunetuser
User ImmuNet User

Application	Organization	Role	Status	Update
IMMUNET	Bishop Walsh School	Admin User (Provider ▼	Active	Update
	Diolog Maion College	Admin Soci (Fronds	Terminated	O P COLOR

Current list of organizations and applications.

Select the row to update the user's role or status.

Select

Application	Organization	Role	Status	Select
IMMUNET	Al Rahmah School	School Access	Terminated	
IMMUNET	Bishop Walsh School	Admin User (Provider)	Active	V
IMMUNET	Maryland Department of Health (Child)	Standard User	Active	
PORTAL	Portal Default	Portal Application Admin	Active	





The change was successful, if you see this message at the top in red:

** User Access Updated **

Edit User & Modify Access Step 1: **User Information** User Id 49755 * User First Name | ImmuNet * User Last Name User User Middle Initial * Username immunetuser New Password Confirm New Password Note: To Change the User Status go to the Modify Access section in Step 2 below. User Status Active Disabled Terminated Street Address Other Address P.O. Box City State MD Zip * Email unknown@unknown.com Phone Number Ext